Arch 450 - Rural Impact Lab

Thank you so much for agreeing to work with our first iteration of the Rural Impact Lab. Through the course, we will approach systems-change in Montana's rural communities through design-driven processes of research, training and advocacy with the goal of unlocking new investment for community-led projects. Students, faculty and community leaders (also referred to as "community coaches") will work collaboratively to identify a systemic community issue, undertake immersive and participatory research, and design a project that will lead to positive systems-change.

> **Community Coach -** The primary point of contact in the community, acting as the bridge between the course members (students and faculty) and key stakeholder / community members. Regularly responsive to email/Slack messages (see below for explanation on Slack), bi-monthly check-in calls, and participating in community visits. *(e.g. Extension Agents, Project Committee Chair, etc.)*

> **Key Stakeholders -** Members of the community that represent organizations that are involved in the project and/or have a deep interest in the course and project's success. They will be involved in select community activities during immersion, visioning and engagement. *(e.g. Community Foundation Members, County Commissioners, etc.)*

> **Community Members -** Members of the community who generally have a stake in the project and an interest may be involved during the immersion stage and hopefully will attend the engagement event. *(e.g. Any/all residents of the county)*

Course Materials: If you would like to learn more about the course you can view the Arch 450 Syllabus and the Arch 450 Schedule through these links.

Communications w/ Teams: We'd like to ensure an inclusive process for you though not to overwhelm you with information. We will schedule periodic calls throughout the semester - typically before and after key milestones and community visits (outlined below). We will also be operating off of a communications platform called Slack that can be accessible through a browser and/or installed as an app on your computer and phone. Similar to email and "chat", it organizes all communications around projects in the form of "channels", for example, you would have a channel for your project and we would have separate channels for class reading discussions, etc.

Note: *We will go through a training on the platform and can regularly offer guidance in getting you set-up and accustomed to Slack.*

Immersion: A key goal of the course is to immerse students in the context in which they're working. While there are challenges of doing this to the extent we would like (due to other courses, student's work schedules, etc.) we do want to create an initial experience where students learn as much about your community, neighbors, and way of life as possible.

- **Introductory Call:** September 17th *(Goal: Meet the students)*
- **Immersion Preparation Call:** September 24th *(Goal: Review/Approve Immersion Plan)*
- **Community Visit Dates:** September 28 - 28th
- **Activities:** An Immersion Plan will be developed and confirmed with Community Coaches prior to community visit. Generally, activities can include: Individual & Group Interviews; Group Diagramming/Mapping; Walk Audits / Town Walking Tours; Observational Studies; Archival/Desk Research, etc.

Visioning: Once immersion has been completed, students will return for a community visit to report back on findings, discussing and re-evaluating their assumptions. During visioning, the project's concept (vision and mission) will be developed. This is the first part of design and during this phase students will present precedents (examples of similar projects) to help with the development of the project.

- **Visioning Preparation Call:** October 8th *(Goal: Review/Approve Visioning Activities)*
- **Community Visit Dates:** October 17th
- **Activities:** Immersion Presentation to Key Stakeholders, Precedent Presentation and Critique, IDM Exercise, etc.

Engagement Event: Following Immersion and Visioning, students will work on developing the project concept - what the project will do, how it will work to create impact in the community, preliminary cost estimates, etc. As a way to test the project's concept and get feedback on the approach, we want to engage community members in a public event and develop an exhibition that both explains the progress to date and to gather more input. We've been working with the idea of a "harvest dinner" (even though it will be in November) as a way to gather community members. **Dates are tentative and can be earlier in the semester if necessary**

- **Engagement Event Design Call:** October 29th *(Goal: Scope event and finalize task list)*
- **Engagement Event Final Preparation Call:** November 5th *(Goal: Finalize details)*
- **Engagement Events:**
  - November 14th - Park County
  - November 16th - Stillwater County

Final Critique: The final critique will be a session at MSU where community coaches and students will present the project and draft development collateral to each other as a way to gain feedback to improve final development collateral deliverables. Invited guests may include university administration, elected officials, philanthropic foundation representatives and others who may be able to offer ongoing support to the project and its team.

- **Final Critique Event:** December 5th

MSU Visiting Logistics: The course will be taking place MWF from 8AM-12PM MST. The course is located in Cheever Hall and lecture rooms will be scheduled as needed. Paid parking is available in the Old Gatton Lot at the corner of South 7th and Grant St. *(Map on Pg. 4)*

Reimbursement: We would like to cover the direct expenses associated with your participation. Please submit receipts and mailing address: accountspayable@mass-group.org.

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Slack Features

Features, Formats and Settings

User Features	Description
Post	A general text post akin to an email, chat or text-message.
Document Post	Includes a document that can be downloaded or displayed.
Channel	Essentially a chat feed with a better navigation function-- star/tag documents, "pin" documents (like starring for the group), search for posts, etc.; settings can be customized so that you only get notifications on comments/documents that you are tagged on or contain specific words
Direct Message	Private, individualized version of the channel; google chat.
@Mention	Tag people to notify them of important documents/events/etc.
Star	Tags a post/document as important / makes it accessible in the "starred" menu (only to you).
Pin	Tags a post/document as important / makes it accessible in the "starred" menu (visible to group).
Private Groups	Like a private channel, it allows you to create something similar to a "CC'd" email group.
"@" Button	Filters posts within a channel/direct message/private group that refer to you or anything you have set as "highlight" in your settings
"i" (info) button	Drop down menu that allows you to search for files or messages within a channel/dm/pg
Posting from GoogleDrive	Download the GoogleDrive app through the "Customize Integrations" menu located in the upper-righthand corner of the dock. Allows you to post documents to a channel/dm/pg for viewing (note: editing/viewing settings must first be set through GoogleDocs so that people can access it— these settings can't be changed within SLACK)
Posting from DropBox	Download the Dropbox app through the "Customize Integrations" menu located in the upper-righthand corner of the dock. Allows you to post documents to a channel/dm/pg for viewing.

Settings	Description
Account Settings	To access, go to MASS > Profiles & Accounts.
Security Feature	"Sign out all other sessions" allows you to sign out of SLACK on all your devices remotely from any device.
Notifications	Notifications > Customize your notification settings. Allows you to enable/disable push notifications on your desktop/mobile device. You can filter what you want to be notified about through the "Desktop Notifications" and "Mobile Push Notifications" drop-down menus.
Channel Settings	Notifications > Customize your notification settings > Scroll down to "Channel Specific Settings". Allows you to individually customize your notification settings for each channel you are a part of.
Email Preferences	Notifications > Customize your notification settings > Scroll down to "Email Preferences" under "Additional Settings". You can filter what you wanted to be alerted about via email, as well as the refresh duration.
Highlighted Words	Notifications > Customize your notification settings > Scroll down to "Highlighted Words" under "Additional Settings". Here you can configure what comments/documents that you want to be notified about of they contain certain words.